

Indiana Department of Education

PROTOCOL

Program Review Process

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Program Review Options Overview

All programs within an Educator Preparation Provider (EPP) leading to licensure are required to be reviewed as part of the accreditation process. Reviews are conducted via the Specialized Program Association (SPA) review process or state review. In either case review submissions are due three years prior to the Site Review. Please be sure to indicate which review option will be completed in the “review by” option in the *Accreditation Information Management System* ([AIMS](#)) for each program. Programs can be added into AIMS at any time and all programs, regardless of program type, should be listed in AIMS and included in annual CAEP reporting and self-study. EPPs are responsible for monitoring the accuracy of their approved programs listed within AIMS.

SPA Review

The State of Indiana and the Council for the Accreditation of Educator Preparation (CAEP) partnership agreement (<http://caepnet.org/working-together/state-partners>) require Indiana Educator Preparation Providers (EPPs) to seek a Specialized Program Association (SPA) program review for any program for which a SPA is available. For the most current list of programs requiring a SPA review, please visit [CAEP's website](#).

For additional guidance and resources for the preparation of SPA reports, click [here](#).

State Review

Non-SPA Programs

Programs without a SPA will be reviewed by the state and will utilize the Non-SPA/SPA Waiver State Review Submission Form located [here](#).

Programs receiving a SPA-Waiver

Programs may request a SPA-waiver and, if approved by IDOE, will be eligible to undergo state review. A waiver may be considered if an EPP is experiencing difficulty providing data for a SPA review (see “Special Cases”) or in other extenuating circumstances as determined by IDOE; however, no program is guaranteed a SPA-waiver. IDOE will review the rationale included in the program’s request and any accompanying documentation in determining SPA-waiver approval.

The SPA-waiver request form and guidance can be accessed [here](#). With the exception of IL/PB and non-SPA programs, only programs receiving prior IDOE approval will undergo state review. Any program requesting, but not receiving a SPA-waiver, will be expected to submit a SPA report.

Once the program receives IDOE approval for the SPA waiver, carefully review the instructions included in the [Non-SPA/SPA Waiver State Review Submission Form](#). Information, including additional documents and evidence, may be provided within the form or as separate attachments.

Initial Licensure/Post- Baccalaureate (IL/PB) Programs

In addition to non-SPA programs, initial licensure/post-baccalaureate programs will be reviewed by the state. Indiana Department of Education (IDOE) will utilize an IL/PB review process. The report form for IL/PB report submissions will include any IL/PB program (MAT, Transition to Teaching, etc.) at any setting (elementary, secondary, etc.). The IL/PB review is focused less on content and more on developmental and pedagogical preparation and standards. The IL/PB Submission form is located [here](#).

Special Cases

The state process is closely aligned to the CAEP review process. Therefore, the following applies to programs that may have difficulty providing appropriate data for the program review. (Source: <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-process/programs-to-be-submitted-for-spa-review>)

- **Dormant Programs:** If no candidates are in the pipeline and no one has graduated from the program in the past three years, the program cannot submit a SPA report. The provider is advised to contact the state about continuing to offer the program or archiving it in CAEP's accreditation management system. When the dormant program is reactivated by admitting candidates, it will be subject to review in preparation for the upcoming CAEP Site Review.
- **New Programs:** An EPP offering a new program should prepare for the review process in respect to the CAEP accreditation timeline. New programs should be reported on the Annual Reports submitted to CAEP.
- **Redesigned Programs:** If a program is undergoing a major program redesign, it may request a delay of its submission of the program report. The delay request must be submitted to CAEP program review staff with a detailed explanation of the redesign and its timeline. A delay will be granted if the redesign requires major changes in the program and if the appropriate state agency agrees to the delay.
- **Low-Enrollment Programs:** A low enrollment program may have 10 or fewer candidates enrolled in the last three years taken together. Programs with low numbers are not automatically recused from being reviewed by a SPA. If a state requires programs to submit SPA reports or if a program chooses to submit a SPA report despite low enrollment, the program will be given a fair review. Reviewer decisions, in this case, will be based on the minimum required evidence provided by the program and the quality and alignment of the assessments used to meet SPA standards.
- **Add-on Programs:** CAEP gives states the authority to determine whether programs are exempt from the overall CAEP accreditation review process. Add-on programs are defined as programs designed for educators who hold valid teaching licensure and are seeking to add additional teaching field(s), and for programs that lead to licensure, but for which the licensing authority (e.g., state or country) does not require completion of an internship for eligibility. These programs do not lead to a degree, but may lead to a certificate.
- **Other Extenuating Circumstances:** While rare, exemptions to a SPA review may be granted for situations that are beyond the control of the EPP, faculty, etc. Requests of this type must include strong rationale and supporting evidence before such a request will be considered and approved.

Timeline for State Review

All materials must be provided electronically to sbogan@doe.in.gov. Programs are to be submitted three years prior to the Site Review ***Programs not submitted within a timely fashion are not guaranteed to be reviewed prior to your accreditation Site Review.***

Terms

- **Content Course:** A content-specific course required of program completers or included in program as an optional course (elective, etc.).
- **Education/Pedagogy Course:** An education course required of all content program participants. Often referred to as “professional courses.”
- **Education Preparation Program (EPP):** An entity responsible for the preparation of educators including a nonprofit or for-profit institution of higher education, a school district, an organization, a corporation, or a governmental agency.
- **New Licensure Program:** Program approved by the Indiana State Board of Education less than three (3) years prior to program review. A program review will not be required but a copy of the approval letter should be included for the Site Review.
- **Program:** A planned sequence of academic courses and experiences leading to a degree, a recommendation for a state license, or some other credential that entitles the holder to perform professional education services in schools. Educator preparation providers (EPPs) may offer a number of program options (e.g., elementary education, special education, secondary education in specific subject areas).
- **Program Completer:** Any candidate who exited an educator preparation program by successfully satisfying the requirements of the educator preparation provider (EPP).
- **REPA 3 Content Standards:** The knowledge and skills that teachers need to help P-12 students achieve the learning outcomes for the content area as defined by the Indiana Academic Standards.
- **REPA 3 Pedagogy/Developmental Standards:** The knowledge and skills required for the grade setting for which the educator will be licensed, and the knowledge to help P-12 students prepare for the challenges and opportunities of the twenty-first century through the planning and delivering of effective instruction and assessment.

Questions? Contact Scott Bogan, Director of Higher Education and Educator Preparation Programs, at sbogan@doe.in.gov.